

## *Gender Equality and Anti-Discrimination Plan of the European Institute Foundation*

### *Adoption and Publication*

*This Gender Equality and Anti-Discrimination Plan (GEADP) was formally reviewed by the Management of the European Institute Foundation on 11.01.2026. The document is signed by the Executive Director and is publicly available on the official website of the organization <https://www.europeaninstitute.bg/en/about-us/>. The leadership of EI is fully committed to the implementation, promotion, and periodic review of the measures outlined herein.*

### *Preface*

The European Institute Foundation (EI) is a Bulgarian veteran non-governmental organization (NGO), concerned with Bulgaria's membership in the European Union (EU), with European values, and policies. The decades-long efforts of the EU to ensure gender equality and non-discrimination throughout the Continent, are still an ongoing process and a highly relevant matter.

As an organization working for building a **spirit of a value-based European identity**, EI supports the EU's endeavors in this direction by setting and applying the following **Gender Equality and Anti-Discrimination Plan (GEADP)**. The GEADP is a strategic document that ensures respect for all humans that work in or interact with the organization. Maintaining an appreciative and respectful working atmosphere is a **high priority** for EI.

### *Our statement*

Complying with European and national standards, EI's **mission is to ensure equal opportunities and treatment** for people of any sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. EI is committed to **safeguarding a gender-balanced, friendly, and tolerant working environment**.

### *Principles and measures*

The principle of equality is applied in the process of **recruitment**. All applications are reviewed and evaluated on the basis of a transparent and structured approach, with the use of professional criteria only (education and training, professional skills, and experience). The same principle applies to **career progression** opportunities.

EI guarantees **equal and fair treatment** of all employees. No (gender-based) violence and harassment, including sexual, are tolerated. **Equal distribution** of organizational and project

responsibilities and tasks is applied together with education- and experience-based criteria and considerations.

The GEADP is **presented** to all staff members on a regular basis. Respect for all is **promoted** not only hierarchically (up-bottom) but also in the cross-level dimension (between employees and employers altogether).

We firmly support and encourage the use of **gender-inclusive language** in written and oral communication. The avoidance of references to gender when it is not necessary is recommended.

We are convinced that a **healthy work-life balance** is important to the well-being of the organization, as well as of the employees. We support employees in their preference to work remotely when they express their need to do so.

Approximate gender parity is maintained during the **decision-making process**.

#### ***Dedicated Resources and Expertise***

EI allocates specific human and financial resources for the effective implementation of the GEADP. The **Gender Equality Officer** is granted a dedicated percentage of their working hours to monitor the plan's execution and act as a consultant. The organization ensures that the persons involved in the implementation of the plan possess the necessary gender expertise, including through participation in specialized European networks or by engaging external consultants when specialized gender audits or training are required.

#### ***GEADP adoption and revisions***

The current GEADP has been developed with the participation of all employees. Since the matter is constantly improving legally, the GEADP is updated on a regular basis. We are convinced that the efforts in ensuring a tolerant working environment require active opinion-sharing from all stakeholders for more effective implementation of the plan.

#### ***Data Collection, Monitoring and Reporting***

To ensure evidence-based progress, EI establishes a robust monitoring system. The organization collects and analyzes sex-disaggregated data on an annual basis, covering:

Total number of personnel by sex and position level;

Gender balance in project management and decision-making bodies;

Gender pay gap and recruitment statistics;

Participation in work-life balance measures.

A monitoring report on the GEADP implementation shall be produced at least every two years and presented to the management to evaluate the impact of the measures and adjust targets if necessary.

### ***Training and Awareness Raising***

EI is committed to fostering an inclusive culture through continuous education. The organization conducts periodic training sessions and awareness-raising activities for all staff members, including top management. These sessions specifically address unconscious gender biases in recruitment and evaluation processes, gender-sensitive communication, and the prevention of workplace harassment. Evidence of these trainings (programs, attendance lists) is maintained by the Gender Equality Officer.

### ***Gender Dimension in Research and Projects***

As a policy-oriented organization, EI strives to integrate the gender dimension into its research content, analyses, and publications. This involves considering how proposed policies or research findings may differently affect women and men, ensuring that gender-sensitive data is used whenever applicable.

**Lubov Panayotova**  
**Director, European Institute**



**Annex I:**
**Monitoring Indicators and Targets**

<b>Area of Intervention</b>	<b>Specific Measure</b>	<b>Performance Indicator (KPI)</b>	<b>Target / Frequency</b>
<b>1. Governance &amp; Data</b>	Annual sex-disaggregated data collection	Published internal data report on staff composition by gender	Every 12 months
<b>2. Resources</b>	Appointment of GE Officer	Formal decision/contract and allocated hours	Permanent
<b>3. Recruitment</b>	Gender-neutral job vacancy announcements	% of vacancies using inclusive language	100%
<b>4. Leadership</b>	Gender balance in decision-making	Ratio of women/men in management/board positions	Aim for 40-60% parity
<b>5. Work-Life Balance</b>	Flexible and remote work options	Number of staff using remote work/flexible hours	Available to all staff
<b>6. Training</b>	Unconscious bias training	Number of staff/managers trained	At least once every 2 years
<b>7. Anti-Harassment</b>	Complaint mechanism	Existence of a formal (anonymous) reporting channel	Immediate implementation
<b>8. Research Content</b>	Gender dimension in projects	% of research reports including gender-sensitive analysis	100% (where applicable)